

**UNITED STATES BANKRUPTCY COURT**  
EASTERN DISTRICT OF MISSOURI  
THOMAS F. EAGLETON U.S. COURTHOUSE  
111 SOUTH TENTH STREET - SEVENTH FLOOR SOUTH  
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**JAMES J. BARTA**  
CHIEF JUDGE

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CM/ECF  
April 28, 2005

Dear CM/ECF User, Registrant, Participant, or Licensee:

This communication contains information about the CM/ECF system. Although this information is posted on the Court's website ([www.moeb.uscourts.gov](http://www.moeb.uscourts.gov)), I will continue to periodically distribute this digest of the information that may have immediate value for your practice.

The court is introducing a new program to facilitate processing of wage orders in Chapter 13 cases. Called the Wage Order Data Entry program, it alleviates the need for an attorney to create a PDF of a motion for wage order and submit a proposed order via e-mail to the appropriate judge. For more information on this program, review the materials found at <http://www.moeb.uscourts.gov/whatsnew.htm> or <http://www.moeb.uscourts.gov/cmecf/whatsnew.html>.

The court is experiencing instances where practitioners respond to an automated program instead of the CM/ECF Help Desk. Whenever activity occurs in a case, registered ECF users will receive a Notice of Electronic Filing (NEF) in their e-mail. This NEF is sent from the court's case management server to all appropriate parties in a case. The NEF comes from an e-mail address called [cmecfadmin@moeb.uscourts.gov](mailto:cmecfadmin@moeb.uscourts.gov). Please do not send replies to this address. It is just a machine's address and not the e-mail address of a court staff member. E-mails to this machine are not routinely reviewed. Some NEF recipients have been sending requests for action or asking questions about their case which aren't answered in a timely fashion because the e-mail wasn't sent to a real person. Please refer all of your questions to our Help Desk at 866-803-9517.

The court has approved use of a new attorney fee application form in Chapter 13 cases. This form can be viewed at the Local Forms section of our website at <http://www.moeb.uscourts.gov/formmenu.htm>.

The court has noticed confusion regarding requirements for original signatures and signature blocks. Local Bankruptcy Rule 9011-1 requires, in part, that all filed documents shall contain the original *signature* of the party or the party's attorney, where appropriate. Several examples of documents that require signatures are listed on page 6 of the Procedures Manual. Rule 9011-1 states further that every pleading or document signed by an attorney must include a *signature block* containing the law firm name, attorney's name, business address, telephone number, fax number, e-mail address, and registration numbers for the state bar and the U.S. District Court for the Eastern District of Missouri. The signature block is an important part of the electronic filing process.

Although the CM/ECF user login and password serve as the filing user's signature on all electronic documents filed with the Court (See, paragraph IV.A. on page 7 of the CM/ECF Administrative Procedures Manual), it is important that the filer maintain the document that contains the original signature(s) for a period of at least two years after the Bankruptcy case is closed. It may be a better practice to maintain the "original" document for a longer period of time as may be required by the Rules of Professional Conduct, or because a non-government entity or a non-federal court may require a document containing an original signature.